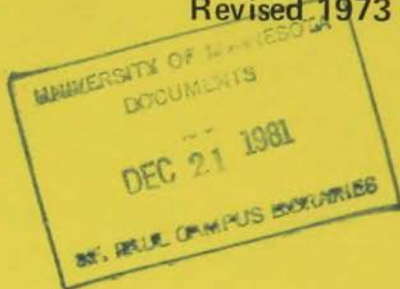


4-H M-88

Revised 1973



TREASURER'S RECORD BOOK

NAME OF CLUB

TREASURER'S NAME

TREASURER'S ADDRESS

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THE RECORD BOOK

This record book helps the 4-H Club treasurer keep an accurate record of money received and expended by the club.

The Treasurer:

1. Has charge of all the money received by the club, whether from gifts, dues, or club earnings.
2. Shall keep an accurate record of:
All money received and its source.
All money expended, to whom, and for what.
3. Shall report at each meeting:
The amount of money collected.
The amount of bills paid since last meeting.
The balance in the treasury.
4. Must be ready to give an itemized account of funds at any time at the request of members or leaders.
5. Shall pay money from the treasury only as voted upon by the club and with the approval of the leaders.
6. Is responsible for club funds until a successor is elected.
7. Must turn over funds and accurate records to the successor.

DATE	DESCRIPTION OF INCOME OR EXPENSE
	BALANCE AT BEGINNING OF YEAR:

[illegible]

DATE	DESCRIPTION OF INCOME OR EXPENSE
	BALANCE BROUGHT FORWARD:

INCOME			EXPENSES			BALANCE	
X	X	X	X	X	X		
BALANCE CARRIED FORWARD			X X X	X X			

[illegible]

[illegible]

DUES

If your club votes to have dues, keep a record here at each meeting:

[illegible]

1. The first part of the document is a title page. It contains the title "The Role of the State in the Development of the Economy" and the author's name "John Doe".

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[illegible]

[illegible]

AMOUNT PAID

SUMMARY

Starting balance \$ _____

Total income for year \$ _____

Total income \$ _____

Total expenses for year \$ _____

Balance on hand
(End of year) \$ _____

Date _____

Money is in possession of: _____

or is deposited in _____

_____ Bank

and the bankbook is in possession of: _____

This is to certify that the above is a correct statement for our 4-H Club.

Signed _____

Treasurer

AN AUDITING COMMITTEE

Every 4-H Club handling funds should use an auditing committee to examine and verify the club's money at the end of the year. The chairman of the committee should make a report to the club and sign the following statement for a permanent record. An auditing committee prevents misunderstanding and protects the outgoing and incoming treasurers. Such a committee is usually appointed by the president of the club when the books are to be audited.

ANNUAL AUDIT

Auditors (committee of two or more members)

We have examined the treasurer's record and find that _____

Signed _____

Chairman of Auditing
Committee

UNIVERSITY OF MINNESOTA



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